MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM
ACCESS TO MOVING IMAGE COLLECTIONS, CINE-GT 1803

Syllabus Version #1 (9/02/13): This will be available on NYU Classes and updated periodically.
Fall 2013 – Mondays, 6 pm – 8 pm, 721 Broadway room 652
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Office hours: Mondays 4-6pm (or by appointment) 721 Broadway room 679
Class dates: Sept. 9; Sept 16; Sept. 17 (field trip); Sept 23 (note special place and time); Sept. 30; Oct. 7; Oct. 21; Oct 28; Nov 4; Nov 11; Nov 18; Nov 25; Dec 2; Dec. 9; Dec. 11

GOALS: Students in this course will learn the major components of providing access in moving image, audio, and digital archives. The course covers: (1) Physical and virtual access to content and related services, and (2) Cataloging and metadata. Topics for the first part include: physical and virtual access to collections; search strategies and use of particular moving image reference resources; access policies; using primary and reference sources; and principles of reference services. The cataloging and metadata component of the class will include instruction on standards for descriptive, technical, legal, and preservation metadata; metadata models; indexing and subject analysis; XML and Linked Data; wrappers; and metadata creation, storage and workflows.

EXPECTATIONS:

Attendance at all classes is expected unless excused, as our work together will be intensive. There will be two field trips – to the Museum of Modern Art Film Study Center; and the New York Library for the Performing Arts. Grades will be based on a combination of class preparedness and participation (20%); presentation of information (20%); data mapping project (20%); metadata project (40%)

TEXTS: The following are texts for the course, along with the articles listed below in the class descriptions. Books are on reserve at Bobst. Some readings from these are available in NYU Classes (as indicated).

- *Descriptive Metadata for Television: an End-to-End Introduction.* Mike Cox, Linda Tadic, Ellen Mulder. Amsterdam: Focal Press/Elsevier, 2006.
- *Film and television : a guide to the reference literature.* Mark Emmons. Westport, Conn. : Libraries Unlimited, 2006
- *Keeping Archives.* 2nd ed. Judith Ellis, ed. Port Melbourne: Thorpe (with the Australian Society of Archivists), 1993.
- *Reference and Information Services in the 21st Century: an Introduction.* 2nd edition. Kay Ann Cassell and Uma Hiremath. New York: Neal-Schuman Publishers, Inc., 2009.
- *Metadata.* Marcia Lei Zeng and Jian Qin. New York, NY : Neal-Schuman Publishers, Inc., 2008

ASSIGNMENTS

#1:   **Access to and presentation of information**. (3-4 pages). Evaluate the websites, multimedia, catalogs, and other descriptive tools of two institutions with collections that include moving images (examples: university-based archive, library or media center; public library; historical society; museum; broadcaster; corporation). You should visit at least one of them. Compare access in terms of ease of access, quality and quantity of information, presentation of information, and access policies. Compare these factors both for physical and online access. (see longer description) (20%)

#2:   Data mapping project. Create a crosswalk between two data standards. Map a minimum of 20 fields, selecting fields from different categories of information (descriptive, physical, legal, preservation, technical). Describe strengths and weaknesses of each data standard (minimum of 1 paragraph per standard; See longer description). (20%)

#3:   **Metadata project.** Analyze a moving image collection that you can physically or digitally access. Identify the qualities you want to record about your collection. This could be descriptive, administrative, preservation, technical or use qualities. List and provide a brief description of each of the qualities—this is a metadata wish-list. Select two or more possible standards that would be appropriate for your collection and provide an analysis of each. Map the wish-list to the appropriate standard. Create 3 sample records for objects from your collection (see longer description on NYU Classes). (40%)

FIELD TRIPS

Field trip #1 (Museum of Modern Art Film Study Center: 4 W. 54th St.) (Sept. 17, 1:00pm)
    Topics/activities:
- On-site tour of the Film Department's Celeste Bartos International Film Study Center
- Discussion of access policies, equipment, reference services, documentation (scripts, etc.), resources

Visit with Pamela Bloom, Librarian for Theater and Performance Studies, Bobst Library Rm. 619 (Sept. 23, 4:00pm)

Field trip #2 (New York Library for the Performing Arts at Lincoln Center, 40 Lincoln Center Plaza) (Sept. 24, 3:00-5:00 pm)
Guests: Tanisha Jones, Dance Division; Patrick Hoffman, Theatre on Film and Tape;
        Elena Rossi-Snook, Reserve Film/Video Collection
    Topics/activities:
- On-site tour of LPA's Dance Division, Theatre on Film and Tape, and Reserve Film/Video Collection
- Discussion of access policies, equipment, services, resources

Individually visit one of the archives at Bobst and the Avery Fisher Center (Bobst AV collection)

PART 1: PHYSICAL AND VIRTUAL ACCESS TO CONTENT AND RELATED SERVICES

Class 1: September 9 – Introduction to Access and Reference Services

Due this class:
- Reading: "Preservation without access is pointless." Statement by The Committee For Film Preservation and Public Access before The National Film Preservation Board of the Library of Congress, Los Angeles, California, February 12, 1993 **[on NYU Classes]**
- Reading: Besser, Howard. "Future Trends in Library Video & Film Collections" in *Video Collection Management & Development*. Gary Handman, ed. Westport, Conn.: Greenwood Press, 1994. http://besser.tsoa.nyu.edu/howard/Papers/Restricted/handman.html [Accessed 19 Aug 2013]
- Reading: Loe, Nancy E. "Avoiding the Golden Fleece: Licensing Agreements for Archives," *The American Archivist* 67:1 (Spring/Summer 2004): 58–77. **[on NYU Classes]**
- Reading: *Reference and Information Services in the 21st Century: an introduction.* Read Chapters 1-3 (pages 3-88). **[also on NYU Classes as chapters 1-3]**

Topics/activities:
- Overview of class goals and expectations; review of syllabus.
- Types of access to collections: physical, digital, intellectual
- Institutional types of repositories and access policies
- Relationship between preservation and access
- History and ethics of access
- Access policies and services
  - Types of repositories and their access protocols
  - History of film archives' access philosophies
  - Access conditions in donor agreements
  - Establishing policies and fee structures
- Review kinds of reference services
- Discuss the researcher interview process

Class 2: September 16 – Reference sources; Presentation of information and digital access
NOTE: Bring laptop for class exercise if you can

Due this class:
- Review: "Media Research Resources." Compiled by Nancy Goldman at Pacific Film Archive, with some additions by Linda Tadic. **[on NYU Classes]**
- Reading: Prelinger, Rick. "Archives and Access in the 21st Century," in Cinema Journal 46:3, Spring 2007 pages 114 – 118. **[on NYU Classes]**
- Reading: Bottomore, Stephen. "A Critical View of Some Major Libraries: The Perspective of an Early Cinema Historian," *The Moving Image* 4:2 (Fall 2004): 87–110. **[on NYU Classes]**

- Reading: *Reference and Information Services in the 21ˢᵗ Century: an introduction.* Chapters 4-5: Organization of Information and Search Strategies; Electronic Resources for Reference (p. 95-159). **[also on NYU Classes as chapters 4-5]**
- Reading: Handman, Gary. "License to Look: evolving models for video acquisition and access", *Library Trends,* vol. 58, no. 3, Winter 2010 **[on NYU Classes**
- Review: Moving Image Archive at Internet Archive: http://archive.org/details/movies [Accessed Sept. 2, 2013]

Topics/activities in class:
- Discuss areas of research conducted in moving image, audio, and digital media
- Review online and print resources for research
- Online sources
    o Electronic search and search strategies
    o Electronic information systems and search protocols
    o Issues in Internet access: keyword vs fielded search; the deep Web
    o Online catalogs
- Access to digital moving images
    o Digitization projects
    o Born digital
    o Web access vs traditional access
- Class assignment on reference sources

September 17-- Field trip #1 (Museum of Modern Art Film Study Center: 4 W. 54ᵗʰ St.) [NOTE special day and time: 1:00pm]

Guests: MoMA staff: Charles Silver, Anne Morra

Class 3: September 23 – Performing Arts Resources at NYU Bobst Library (note special time: 4:00 pm Room 619)

Due this class:
- Reading: Mohan, Jennifer. "Environmental Scan of Moving Image Collections in the United States", *DLib Magazine*, Sept. 2008 **[on NYU Classes]**
- Reading: Rubin, Nan. *Preserving Digital Public Television: Final Report*, 2010. www.digitalpreservation.gov/partners/documents/pdpt_finalreport0610.pdf [Accessed 4 Sept. 2012]
- Reading: Geisler, Gary, Willard, Geoff, Whitworth, Eryn. "Crowdsourcing the Indexing of Film and Television Media", *ASIST 2010* **[on NYU Classes]**
- Review: Emmons, Mark. *Film and Television: a guide to the reference literature.* Westport, CT: Libraries Unlimited, 2006. (on reserve at Bobst)

Topics/activities:
- Introduction to moving image resources available through NYU Libraries
- How to do research on performing arts

Field Trip #2: Sept. 24, 3:00-5:00pm. New York Library for the Performing Arts at Lincoln Center

Guests: Tanisha Jones, Dance Division; Patrick Hoffman, Theatre on Film and Tape; Elena Rossi-Snook, Reserve Film/Video Collection

Topics/activities:
- On-site tour of LPA's Dance Division, Theatre on Film and Tape, and Reserve Film/Video Collection.

Discussion of access policies, equipment, services, resources

Class 4: September 30 – Field trip discussions and student presentations

Due this class:
- **ASSIGNMENT #1: Presentation of information paper (emailed by Sept. 25)**
- Each student will give a ten-minute presentation on one of the institutions they are evaluating for Assignment #1.

Topics/activities:
- Discuss field trips
- Student presentations

PART 2:   CATALOGING AND METADATA

Class 5: Oct. 7 -- Introduction to cataloging and metadata

- Reading: *Keeping Archives.* Chapter 8: Arrangement and Description. Pages 222-247.
- Reading: *Keeping Archives.* Chapter 9: Finding Aids. Pages 248-272.
- Reading: *Descriptive Metadata for Television*. Pages 1-18, 106-112, 113-130 (sample records)
- Reading: *Understanding Metadata* (NISO, 2004) http://www.niso.org/standards/resources/UnderstandingMetadata.pdf [Accessed Sept. 1, 2013]
- Review: Metadata Standards for Cinematographic Works (filmstandards.org) http://filmstandards.org/fsc/index.php/Main_Page especially data model: http://filmstandards.org/fsc/index.php/EN_15907 [Accessed Sept. 1, 2013]
- Look at sample records in the *AMIA Compendium of Cataloging Practice for Moving Image Materials* (you must be an AMIA member to logon and access the Compendium examples) http://www.amianet.org/resources/cataloging/compendium/appendixe.php [Accessed Sept. 3, 2013]

Topics/activities in class:
- Overview of the principles of cataloging and metadata
- Review of typical issues with description of different formats and genres
- Review the history of creating union catalogs and current union catalog projects
- Review metadata models
    - Define FRBR (Functional Requirements for Bibliographic Records) and FRBR's applicability to moving image materials. http://www.ifla.org/VII/s13/frbr/frbr.htm
    - DCMI Abstract Model

        o   EN 15907 (***Film identification - Enhancing interoperability of metadata - Element sets and structures***)

- Compare item-level and collection-level records, and finding aids
- Review sample records

******** NO CLASS MONDAY OCTOBER 14 (Fall Recess) *******

Class 6: October 21 - Data structures and element sets

Due this class:
- Reading: *Understanding MARC Bibliographic:* http://www.loc.gov/marc/umb
- Reading: *Descriptive Metadata for Television.* Pages 19-54
- Reading: Data Standards List **[on NYU Classes]**
- Reading: *Metadata:* p. 15-42; p. 52-59; p. 76-81
- Review: Riley, Jenn. "Seeing Standards: a Visualization of the Metadata Universe" http://www.dlib.indiana.edu/~jenlrile/metadatamap/ [Accessed 4 Sept. 2012]
- Review: EN 15744: "Film identification — Minimum set of metadata for cinematographic works", http://filmstandards.org/fsc/index.php/EN_15744 [Accessed Sept. 1, 2013]
- **Handouts:** Download the 13 handouts on individual data standards **from NYU Classes** (in Handouts folder under Readings)

Topics/activities:
- Discuss and compare data structures: MARC21, MODS, Dublin Core, DMS-1, PBCore, EBU Core, FIAT, VRACore

Class 7: Oct. 28 - Descriptive standards; Metadata interoperability and crosswalks

Due this class:
- Reading: "Resource Description and Access (RDA)" http://www.dlib.org/dlib/january07/coyle/01coyle.html [Accessed 4 Sept. 2012]
- Reading: *Describing Archives: a Content Standard (DACS).* Chicago: Society of American Archivists, 2007. p. xi-xv **[on NYU Classes]**
- Reading: *Metadata:* p. 119-122; p. 267-284.
- Reading: Chan, Lois Mai and Zeng, Marcia Lei, "Metadata Interoperability and Standardization: a Study of Methodology Part 1", *Dlib Magazine,* June 2006 http://www.dlib.org/dlib/june06/chan/06chan.html [Accessed Sept. 2, 2013]
- Reading: Chan, Lois Mai and Zeng, Marcia Lei, "Metadata Interoperability and Standardization: a Study of Methodology Part 2", *Dlib Magazine,* June 2006 http://www.dlib.org/dlib/june06/zeng/06zeng.html [Accessed Sept. 2, 2013]

Topics/activities:

- Review descriptive standards: AACR2 (Anglo-American Cataloging Rules, 2nd Edition), Resource Description and Access (RDA), AMIM2 (Archival Moving Image Materials: A Cataloging Manual), DACS (Describing Archives: a Content Standard)
- Explore RDA models: content, carrier, media; application of FRBR
- Explore issues in metadata interoperability and crosswalks

- Consider crosswalks for data structure standards

Class 8: November 4 – Controlled vocabularies and subject analysis; Authority Control

Due this class:
- Reading: Andreano, Kevin. "The Missing Link: Content Indexing, User-Created Metadata, and Improving Scholarly Access to Moving Image Archives." *The Moving Image* 7:2 (Fall 2007), p. 82-99. **[on NYU Classes]**
- Reading: Harpring, Patricia. *Introduction to Controlled Vocabularies, Terminology for Art, Architecture, and Other Cultural Works.* Chapter 2: "What Are Controlled Vocabularies?" Los Angeles, CA: J. Paul Getty Trust, 2010. http://www.getty.edu/research/publications/electronic_publications/intro_controlled_vocab/what.html[Accessed Sept. 2, 2013]
- Reading: National Information Standards Organization. "Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabulary." ANSI/NISO Z39.19-2005. **Ch. 5-7**. NISO Press. July 25, 2005. **[on NYU Classes]**
- Reading: *Descriptive Metadata for Television.* Pages 54-60
- Review:
    - LCSH (Library of Congress Subject Headings) (http://authorities.loc.gov)
    - LCNAF (Library of Congress Name Authority File) (http://authorities.loc.gov)
    - IPTC (International Press Telecommunications Council) (www.iptc.org)
    - Moving Image Genre-Form Guide (www.loc.gov/rr/mopic/migintro.html)
    - Taxonomy Warehouse http://www.taxonomywarehouse.com/index.asp)
    - Metadata standards for Cinematographic Works: (http://filmstandards.org/fsc/index.php/Type_and_relationship_vocabularies#Vocabulary_initiatives)

Topics/activities:
- Review taxonomy construction and controlled vocabulary standards: LCSH, LCNAF, Moving Image Genre-Form Guide
- How to create a data dictionary

Class 9: November 11 – Class cataloging exercise

Due this week:
- **ASSIGNMENT #2: Data Mapping exercise (emailed by Nov. 19)**
- Review: IMAP template **[on NYU Classes]**

Guest speaker: Andrea Leigh, Head, Moving Image Processing, Library of Congress,
Topics/activities:
- Andrea will address cataloging moving images at the Library of Congress and will review use of PBCore.
- We will fully catalog a work together in class. Four records using different standards will be created for the same work: MARC record using AMIM2 rules, LCSH, and LCNAF; Dublin Core; PBCore using IPTC for subjects; DMS-1 and RP-210
- Cataloging levels and workflows

Class 10: Nov. 18—Introduction to XML; Metadata tools and records

Due this class:
- Reading: Myer, Tom. "A Really Really Really Good Introduction to XML", August 2005, http://www.sitepoint.com/really-good-introduction-xml/
- Reading: *Metadata:* p. 131-145; 157-193; 211-244.

Topics/activities:
- XML basics
- Schemas: structures and semantics
- Metadata records
- Metadata creation and conversion tools
- Metadata services

Class 11: Nov. 25-– Preservation, technical, and legal data

Due this class:
- Reading: Caplan, Priscilla. *Understanding PREMIS.* Library of Congress, 2009. **[on NYU Classes]**
- Reading: *Descriptive Metadata for Television.* Pages 61-75
- Reading: Whalen, Maureen. "Rights Metadata Made Simple." In *Introduction to Metadata*. Online Edition, Version 3.0 http://www.getty.edu/research/conducting_research/standards/intrometadata/rights.html [Accessed Sept. 2, 2013]
- Review : PREMIS 2.2 http://www.loc.gov/standards/premis/v2/premis-2-2.pdf
- Review: SMPTE RP-210 (technical metadata dictionary) **[on NYU Classes]**

Topics/activities:
- Review data requirements and standards for technical, preservation, and legal metadata, including sources for controlled vocabularies for terms
- Discuss and compare the SMPTE Metadata Dictionary, PREMIS
- Review structuring legal data so the legal due diligence process is captured and reports can be generated
- Discuss data record construction, incorporating descriptive, physical, technical, legal, and preservation data

Class 12: Dec. 2 –Linked Data

Due this class:
- Reading: Coyle, Karen. "Library Data in a Modern Context", in *Understanding the Semantic Web: Bibliographic Data and Metadata,* Library Technology Reports, January 2010 **[on NYU Classes]**
- Reading: "Library Linked Data Incubator Group Final Report" (25 Aug. 2011) http://www.w3.org/2005/Incubator/lld/XGR-lld-20111025/
- Reading: Yee, Martha. "Can Bibliographic Data be Put Directly Onto the Semantic Web?" *Information Technology and Libraries*, June 2009 **[on NYU Classes]**

Topics/activities:

- Review what Linked Data is and how it is beneficial to libraries, museums and archives
- Review Semantic Web relevant technologies
- Discuss use cases and how institutions are making their data available as LD
- Discussion of metadata project

Class 13: December 9 - Wrappers; complex objects

Guest Speaker: Robert Wolfe, Taxonomist, HBO: Metadata harmonization in a large enterprise

Due this class:
- Review: *METS Primer*, http://www.loc.gov/standards/mets/METSPrimerRevised.pdf

Topics/activities:
- Wrappers: METS, MXF, AAF
- Complex objects and metadata
- Application profiles
- Rob Wolfe: Metadata harmonization at HBO

Class 14: WEDNESDAY December 11 - Cataloging software and databases; time-based indexing; database structures

Guest speaker: Seth Kaufman, CollectiveAccess developer)

Due this class:
- **ASSIGNMENT #3: Metadata project (emailed by December 12)**

Topics/activities:
- Databases
- Cataloging software demo: Archivists' Toolkit
- Cataloging software demo: CollectiveAccess (http://collectiveaccess.org/)
- Indexing tools
- Discussion of metadata project